The Scottish Birth Record

Administrator User Manual

June 2011

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Section 1: Introduction

The aim of this document is to provide each site administrators of the SBR system with assistance in the use of the administrator functions within SBR. The local site administrator will act as the central point of contact between the SBR team and the users within their site.

The Scottish Birth Record (SBR) system is a web-based system on the NHSNet. There is one central database held in Livingston and managed by Atos Origin Alliance under the NHS National contract for IT.

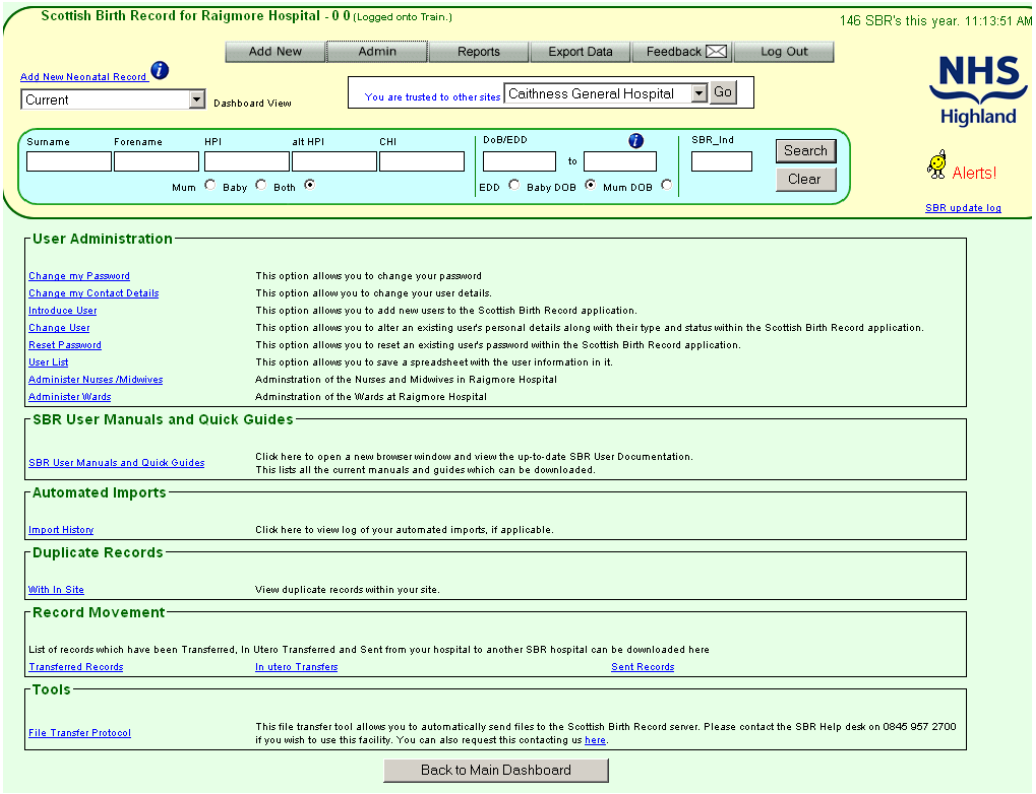
The system is used by various NHS staff, including midwives, paediatricians, neonatologists, ward clerks, health visitors, medical records personnel, and Child Health Departments. The SBR system is operational in every maternity hospital throughout Scotland as well as a few community midwife practices. The SBR replaces the SMR11 reporting scheme. The system can be used to record details from antenatal through to post delivery. The flexibility of the system enables different sites to use it to varying degrees. As a minimum all 'sick' babies, since 1st April 2003 are captured with the aim of recording 100% Scottish births, including homebirths and stillbirths.

The majority of the information recorded on the SBR is available to the system users directly from the SBR – including statistics and output documentation such as discharge letters. A minimum dataset from the system is also available for analysts within ISD.

There are three versions of the SBR system:

- **Test** – this is the developmental version which is **NOT** available to any external SBR users;
- **Train** – this version provides a non-secure external test area prior to promotion to the Live system; for the username and password for your site please contact the SBR team via the ATOS helpdesk (see Appendix 2 Contacting Us).
- **Live** – this secure version is only accessible by designated users for entering confidential data. Each user must have their own username and password to access the Live version, which has a full audit log.

Section 2: Admin Screen


Scottish Birth Record for Raigmore Hospital - 0 0 (Logged onto Train.)
146 SBR's this year. 11:13:51 AM
Add New
Admin
Reports
Export Data
Feedback
Log Out
Add New Neonatal Record
Current
Dashboard View
You are trusted to other sites
Caithness General Hospital
Go
NHS Highland
Surname
Forename
HPI
alt HPI
CHI
DoB/EDD
to
SBR_Ind
Search
Clear
Mum
Baby
Both
EDD
Baby DOB
Mum DOB
Alerts!
SBR update log
User Administration
Change my Password
This option allows you to change your password
Change my Contact Details
This option allow you to change your user details.
Introduce User
This option allows you to add new users to the Scottish Birth Record application.
Change User
This option allows you to alter an existing user's personal details along with their type and status within the Scottish Birth Record application.
Reset Password
This option allows you to reset an existing user's password within the Scottish Birth Record application.
User List
This option allows you to save a spreadsheet with the user information in it.
Administer Nurses /Midwives
Adminstration of the Nurses and Midwives in Raigmore Hospital
Administer Wards
Adminstration of the Wards at Raigmore Hospital
SBR User Manuals and Quick Guides
SBR User Manuals and Quick Guides
Click here to open a new browser window and view the up-to-date SBR User Documentation.
This lists all the current manuals and guides which can be downloaded.
Automated Imports
Import History
Click here to view log of your automated imports, if applicable.
Duplicate Records
With In Site
View duplicate records within your site.
Record Movement
List of records which have been Transferred, In Utero Transferred and Sent from your hospital to another SBR hospital can be downloaded here
Transferred Records
In utero Transfers
Sent Records
Tools
File Transfer Protocol
This file transfer tool allows you to automatically send files to the Scottish Birth Record server. Please contact the SBR Help desk on 0845 957 2700 if you wish to use this facility. You can also request this contacting us here.
Back to Main Dashboard

This screen is accessed via the dashboard by clicking on the

. The screen allows you to access all the administration functions within the SBR which include:

User Administrator

- Change my Password
- Change my Contact Details
- Introduce User
- Change User
- Reset Password
- User List
- Administer Nurses/Midwives
- Administer Wards

SBR User Manuals and Quick Guides

Automated Imports

- Import History

Duplicate Records

- Within Site

Record Movement

- Transferred Records
- In Utero Transfers
- Sent Records

Tools

- File Transfer Protocol

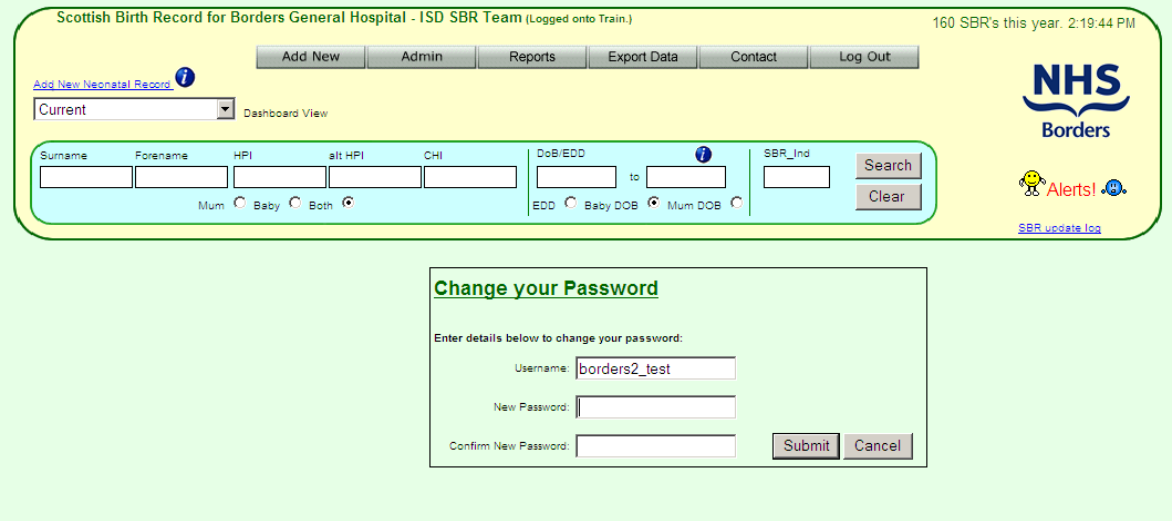
Section 3: User Administration

This is the main part of the SBR Admin screen that you will use. It allows the following to be carried out:

- Change my Password
- Change my Contact Details
- Introduce User
- Change User
- Reset Password
- User List
- Administer Nurses/Midwives
- Administer Wards

Change my Password

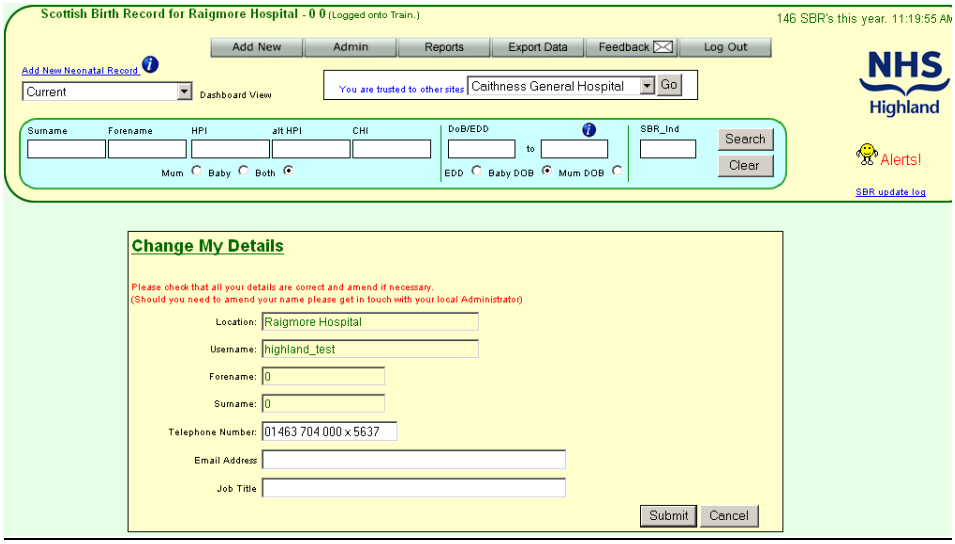
Every user within the SBR is able to change their own password within the system. To change your password click on the 'Change My Password' link and the following screen will appear.



Enter your new password then confirm it. Your password must be at least 6 digits long and include at least 1 number. Once you have added your new password, click on Submit to change your password.

Change my Contact Details

Every user within the SBR is able to update their own contact details within the system. To change your details click on the 'Change My Contact Details' link and the following screen will appear. Once completed click on Submit.

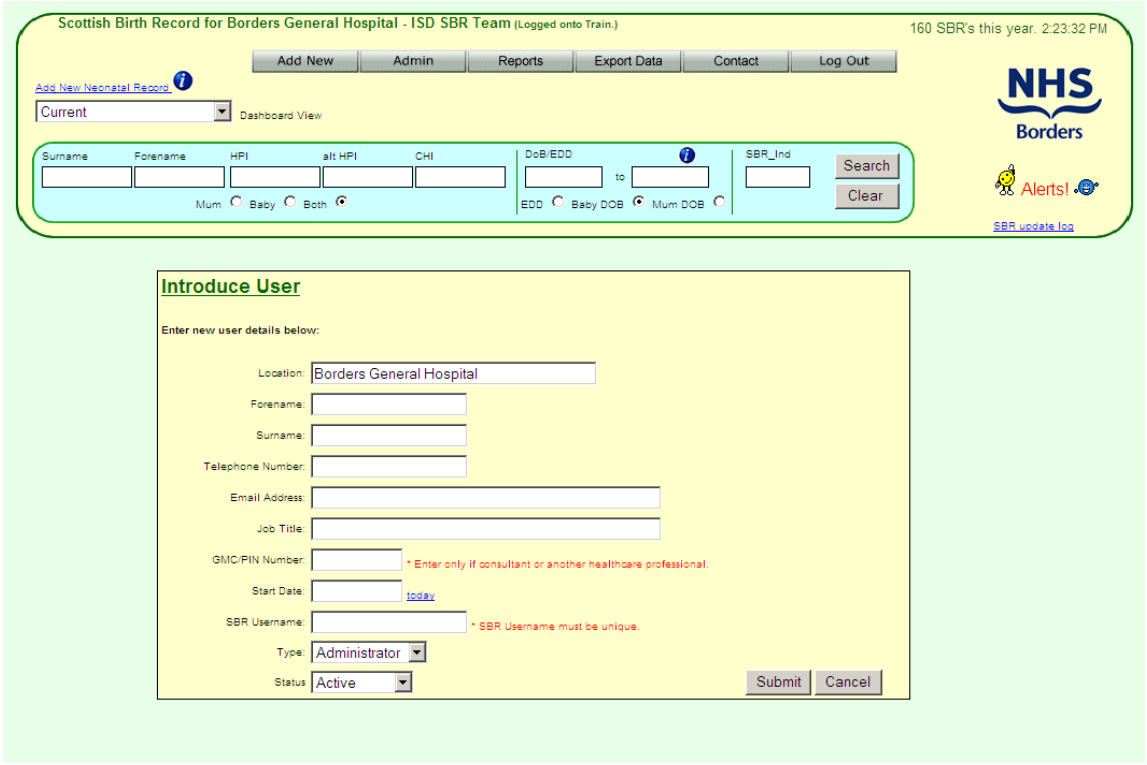


Introduce User

The local administrator is responsible for creating any new users as they have the ability to confirm if a user should have access to their site and what kind of user access they should have.

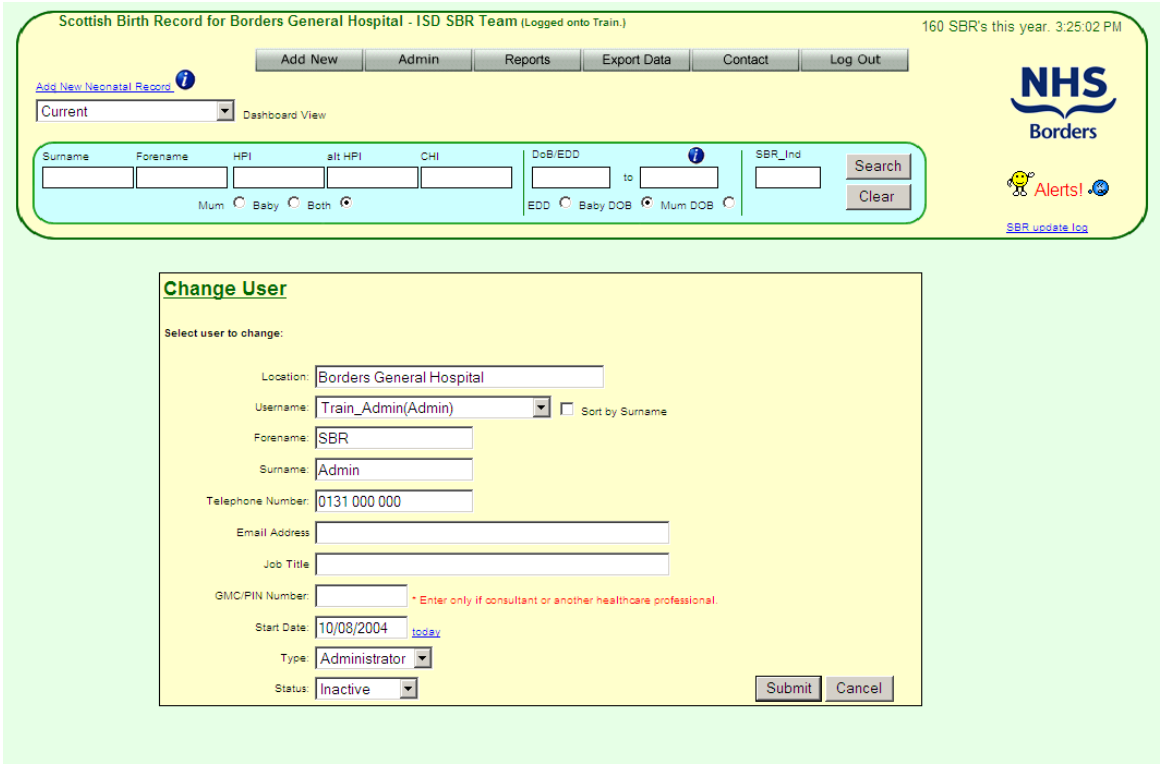
To open a new user account, click on the 'Introduce User' link and complete the screen. Your site will automatically be populated in the location box. There is currently no set format for user names, however many sites will have a standard format; use your username as an example for the format. If you are creating an account for a clinician you must include their PIN or GMC number. It is important that you always obtain a contact number, email address and add their job title, for all users. If the account is to be created from today, use the 'Today' link and today's date will automatically be inserted for you. The type will determine the level of access to the SBR that the user will have, (**the user type will default to Administrator so please remember to change this**) most user accounts will either be standard (accessing the clinical system) or coder (accessing the coding system). For further details of user types refer to appendix 1. The status will always go to Active when creating a new account, if you are setting up an account for someone that should not have access to the SBR at the moment change the status to Inactive. Once all the form has been completed click on Submit to create the account.

If you are inactivating or introducing a new administrator please let the SBR team know so we can amend our mailing list accordingly.



Change User

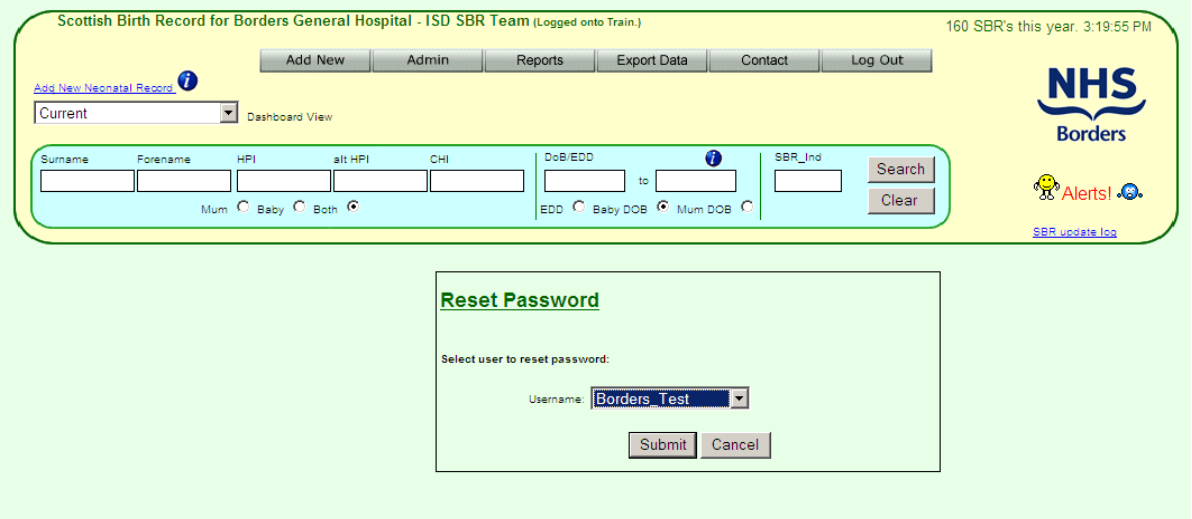
If a user already has an account set up you can make changes to their details via the 'Change User' link. Such changes could be to amend their contact number, change a surname, change user level or inactivate the account. If a user has left your organisation you should always inactivate the account.



To make changes you need to know the username. Select this from the drop down box and make the required changes. To make this easier, in brackets, next to user name we have the surname of that user as well. Once completed click on Submit.

Reset Password

If a user forgets their password you can reset this for them by clicking on the 'Reset password' link. You will need to have their user name to reset their password. Once you have selected their username click on Submit to reset their password. The password will automatically reset to "password" and the user will be prompted to change their password on their first log in before being able to access the system. Their new password must be 6 digits including letters and at least 1 number.

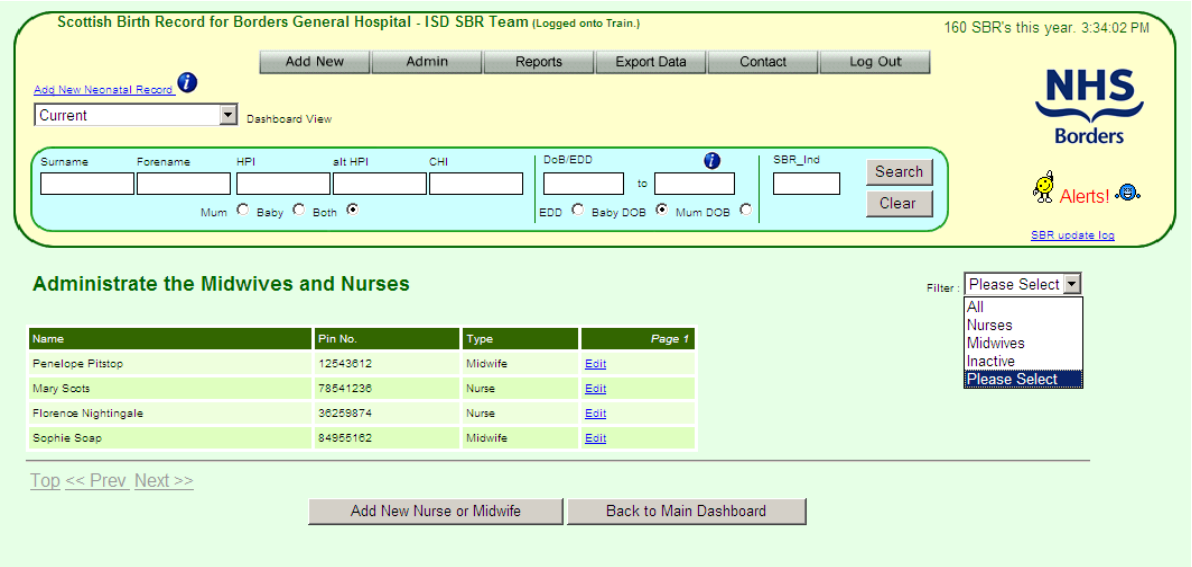


User Lists

This option allows you to save a spreadsheet with the user information in it for your site. It gives you quick access to see type of user and if their account is either active or inactive. This will be of use when auditing user access.

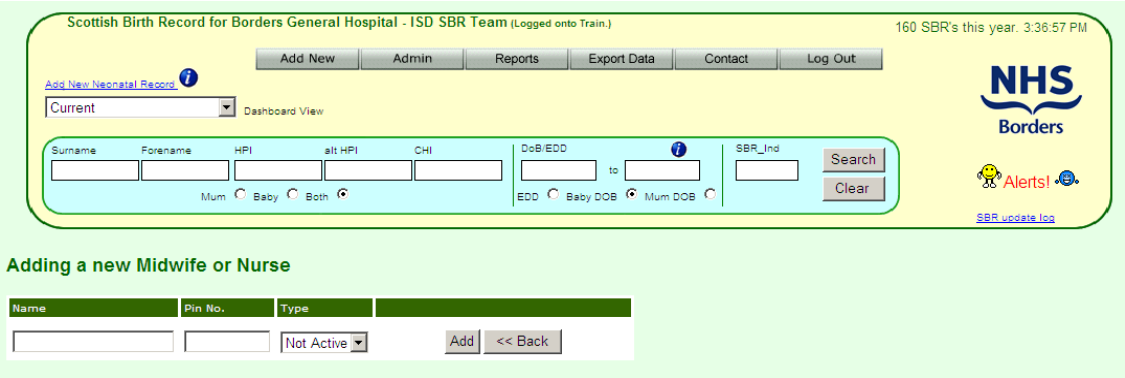
Administer Nurses/Midwives

To add/edit midwives/nurses on the drop down list on the Episode tab, click on Administer Nurses/Midwives' link. You will then have access to the screen below where you can make your changes. In the top right hand corner under the Alerts there is a filter, this enables you to filter all, nurses, midwives, or inactive users.



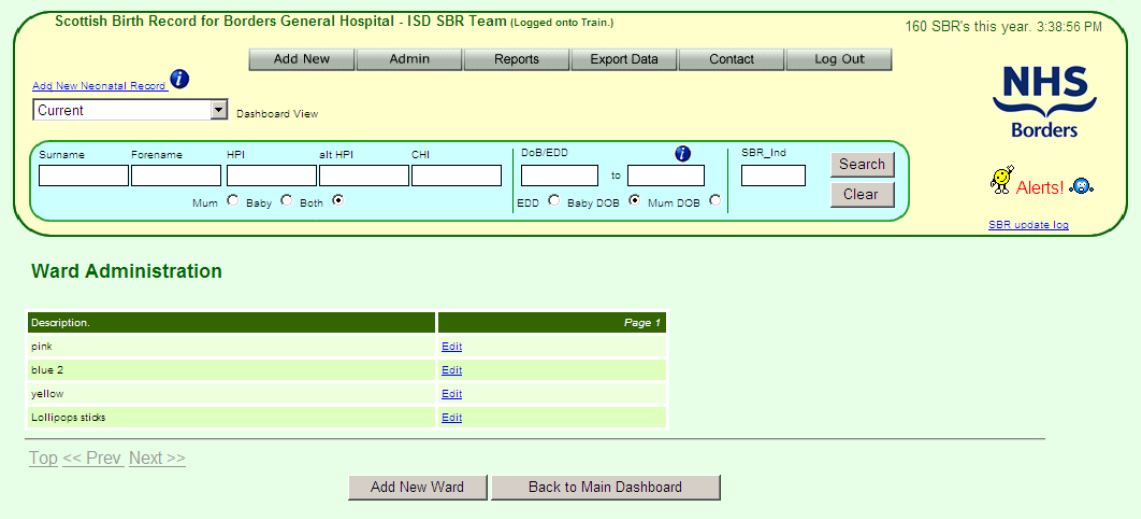
To edit, click on 'Edit'. Here you will then be able to edit the details belonging to the midwife/nurse. You will also be able to make nurse/midwife inactive (if they have left) and they will not appear on your dropdown list on the Episode tab. Once updated, click on 'Update'. It will then take you back to the previous screen, and your change will be highlighted in pink.

To add a midwife/nurse click on 'Add New Nurse or Midwife' link.
The screen below will appear and you can add your midwife/nurse's details. Click on either midwife or nurse, then click 'Add'. Once you have added your midwife/nurse click on 'Back'.

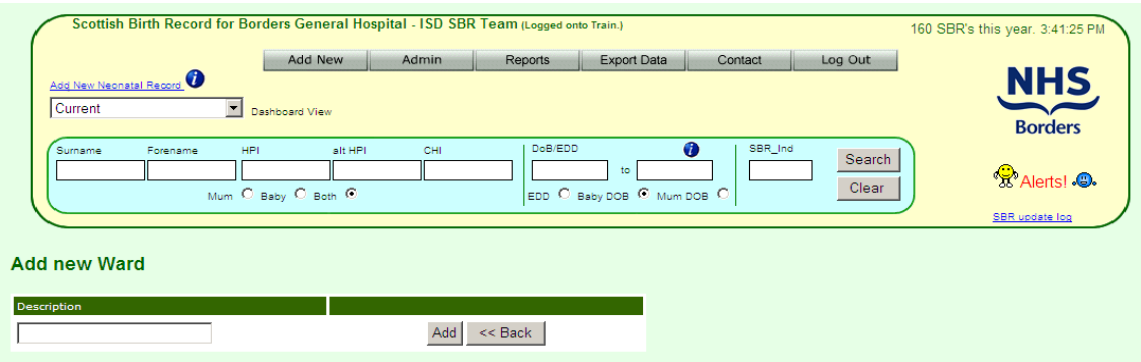


Administer Wards

Administer Wards enables you to add new wards or delete wards from the drop down list on the Episode tab.



You can edit an existing ward by clicking on 'Edit'. The screen below will appear.



Once you have made your changes click on 'Update'. This will then take you back to your previous screen and your change will be highlighted in pink.

To add a new ward, click on 'Add New Ward' under Ward Administration. Add the name of your ward and click on 'Add'. Then click on 'Back'.

Section 4: SBR User Manuals and Quick Guides

Click here to open a new browser window and view the up-to-date SBR User Documentation. This lists all the current manuals and guides which can be downloaded.

Section 5: Automated Imports

Many sites across Scotland import data from their local system into the SBR. Within the admin screen you can access the import log. This will detail all the files, which have been transferred into the SBR from your site. By looking at the import log you can identify when the last file was imported to the SBR.

Section 6: Duplicate Records

Click on the link 'Within Site'. This will produce an excel spreadsheet with any duplicate baby records. You can then merge the records and delete the appropriate one. Please remember to take into account when deleting, whether or not there are any transfers or if the record has been SENT. You will also need to look to see if the CHI was allocated via the XML interface. If so, this record will need to be kept.

Section 7: Record Movement

From the admin page you can open a report, which details the following:

- Transferred Records – baby records transferred to or from your site
- In Utero Transfers – mother's records transferred in utero to or from your site
- Sent Records – records sent to or from your site

Click on the appropriate link to open the report required. The report is opened in MS Excel and can be edited if required. The fields shown are:

- Baby Surname
- Baby Forename
- Baby Date of Birth
- Baby HPI
- SBR Indicator
- Date of the movement (transfer)
- Notes (where the baby was transferred from and to)
- Current location of record
- Mother Surname
- Mother Forename

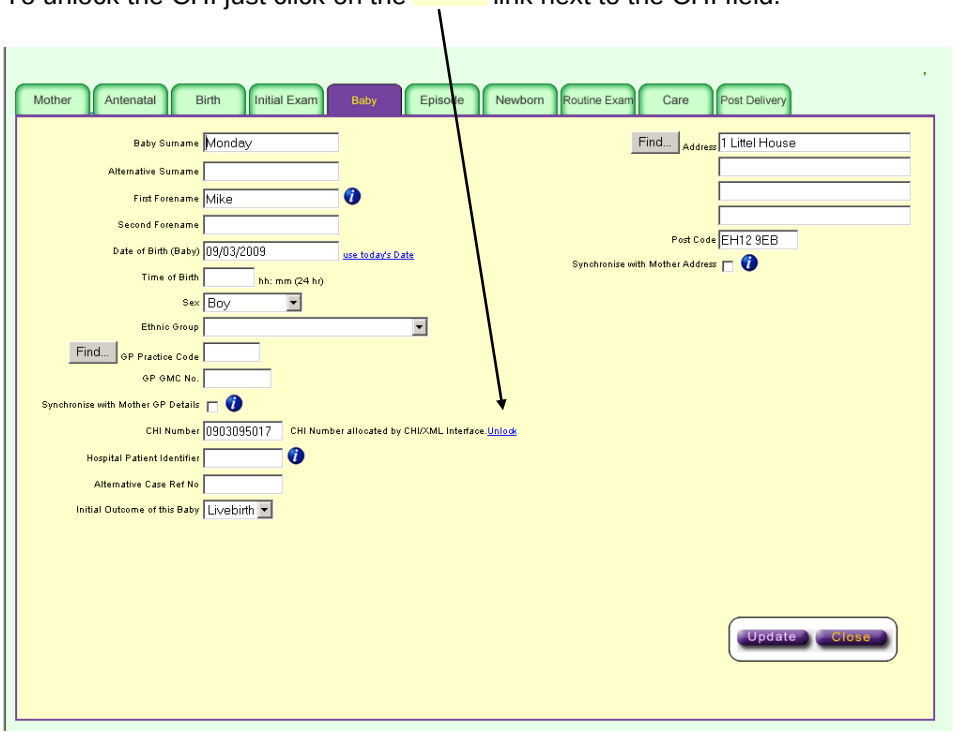
Section 8: Tools

If your site does not currently transfer data from your local system into the SBR there may be a possibility that this can be arranged if required. To do this you must contact the SBR team. The File Transfer Protocol incorporated into the admin page are the files that are required to transfer the data to and from your local IT system into the SBR. Due to most sites already having the file transfer set up it is unlikely that you will need to use this.

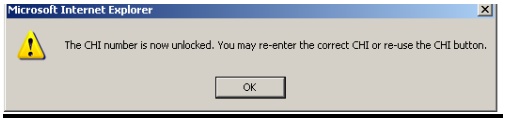
Section 9: Unlocking the CHI Number

As a SBR Administrator you are now able to **unlock the CHI number**. If an incorrect CHI has been allocated, e.g. due to an incorrect date of birth or incorrect sex, the CHI number can be unlocked from the Baby tab next to the baby CHI number.

To unlock the CHI just click on the Unlock link next to the CHI field.



Once you have clicked on the unlock link, the following message will appear:

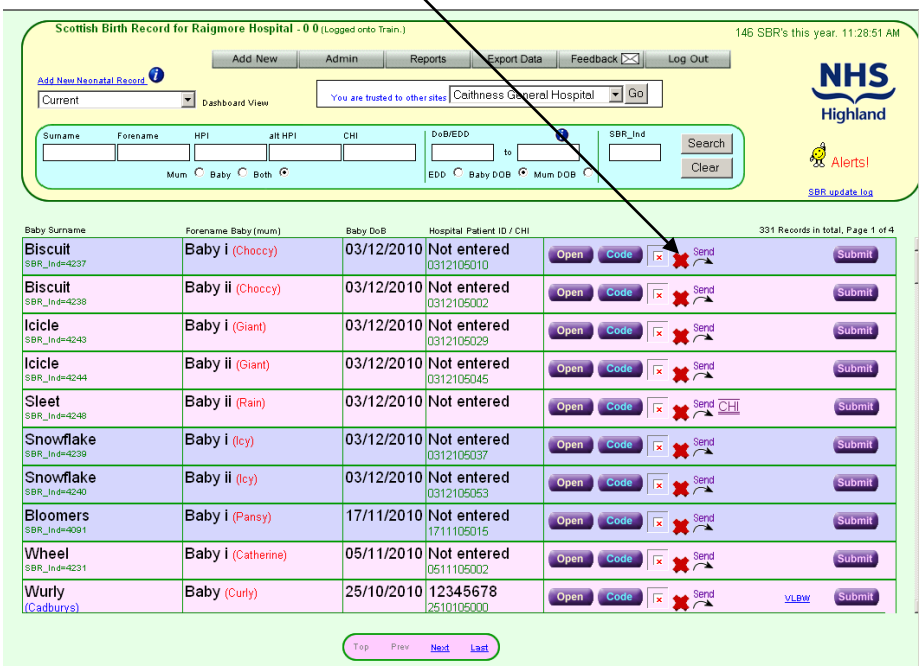


Click OK and then you will be taken back to the Baby tab where you will be able to take the CHI number out and allocate a new one.

Please ensure that the Child Health department are made aware of the CHI change so they can stop using the old one and inform any other relevant parties.

Section 10 – Record deletion

As an administrator you are the only user who can delete records. Records are not permanently deleted from the system, once deleted they are just hidden from view and can be undeleted if necessary, but this can only be done by the SBR team. This can be done via the dashboard by clicking on the red cross ✖. Once you have clicked on the red cross you will be given an option to chose from for reason for deletion. Confirm you reason and a message will appear asking you if you are sure you want to delete this record, if you are sure, click OK.



Appendix 1: Explaining User Levels

There are five different types of user levels that can be applied to SBR user accounts. (Please ignore the other types of users - these are for SBR business only). These are explained further below:

Administrator:
An administrator user will be the central point of contact for the site and will be able to reset passwords, create new users, edit existing user information, delete records as well as unlocking the CHI. An administrator will be able to view both the clinical and coding system within the one dashboard. If you are creating a new administrator account it is important that you inform the SBR Team.

Coder:
This user level will only be able to access the coding system. They will be able to view data entered via the clinical system, however will not be able to edit this information. Any information entered into the coding system is not transferred into the clinical system.

Standard:
A standard user will be able to access the clinical system; any data recorded within the clinical system will transfer through to the coding system. You are not able to view any coding from the clinical system. A typical standard user would be a midwife or a doctor.

RO Standard (Read only Standard)
Read only standard user will be able to view and open all records as a standard user can, i.e. any data recorded within the clinical side. The only difference being is they will not be able to update anything. They will still have access to the Admin, Reports and Export tabs. A typical user may be a health visitor.

RO Printroom (Read only Printroom**)**
Read only printroom can view the SBR dashboard but cannot open the record, they only have access to the documentation in the Printroom, Admin, Reports and Export tabs. A typical user may be a health visitor.

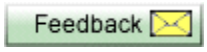
SIRS Report User
On the SIRS Report user access is limited to the data on the SIRS report only. This would be useful for Child Health Departments who only need access to a very limited amount of information. This type of user is currently being reviewed.

If a user needs to edit or view both the clinical and coding system it is important that they have 2 user accounts created to give access independently. An administrator account is not to be created for this purpose.

The administrator is responsible for deciding who is given access and which type of access is appropriate. If you need any clarification please contact the SBR team via the Helpdesk

Appendix 2: Contacting Us

The SBR helpdesk is maintained by Atos Origin and is available 24/7. You can contact them in a number of ways:

- Use the 

link on the dashboard and complete the form.

- Email: itservicedesk.nhss-ns@atos.net
- Telephone: 0845 957 2700

Atos Origin is the first point of contact if you require assistance. They can help immediately with the following:

- Find an SBR User
- Reset passwords
- Provide details of who you should contact to get a record transferred
- Add new postcodes to the system
- Unlock the baby CHI

Any other problems or queries will be passed to the SBR team who will get in touch with you during normal office hours.
It is important that you do not use any confidential data in emails. The SBR Identifier should be used to identify records that are being queried; see Section 4 Finding Your Patient Record.